



Report Reference Number: E/19/38

To: Executive
Date: 10 January 2020
Status: Non Key Decision
Ward(s) Affected: All
Author: Keith Cadman, Head of Commissioning, Contracts and Procurement.
Aimi Brookes, Contracts Team Leader
Lead Executive Member: Cllr Chris Pearson, Lead Executive Member for Housing, Health and Culture
Lead Officer: Julie Slatter, Director of Corporate Services and Commissioning

Title: Recycling Box Recovery Options

Summary:

Approval for the funding to purchase wheeled bins for the new service was submitted to Full Council on 17th September 2019. Council agreed an amendment to the recommendation that required the Task and Finish Group consider and agree a mechanism for the collection of Council owned recycling boxes from the doorstep of those residents who do not wish to retain them.

Recommendation:

Preferred recycling box recovery mechanism:

- I. The Executive consider the options presented within this report and approve option B.ii recommended by officers and supported by the Task and Finish group for implementation by the Council.

Reasons for recommendation

The Task and Finish Group were requested by Full Council to consider and recommend a mechanism for collecting redundant recycling boxes from households. The Task and Finish group initially considered four broad options which were appraised using a hierarchy of key considerations as set out below in priority order to logically appraise and identify the best solution.

- i. Operational and customer considerations
- ii. Waste hierarchy considerations, Avoid/ Reduce/ Reuse/ Recycle

iii. Cost

The Task and Finish group considered that no single option originally appraised provided the best solution and have proposed two alternative options. The proposed solutions have been appraised within the body of this report.

1. Recycling Box Collection

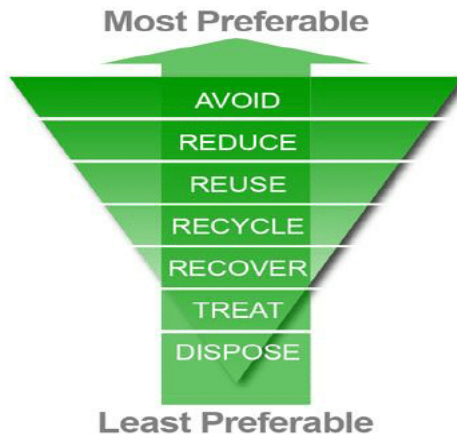
- 1.1 The current project for the implementation of the new service has been developed to achieve new service commencement in April 2020 and includes a programme for the purchase and distribution of approximately 80,000 wheeled bins in the first quarter of 2020 (Jan to Mar). The full distribution of the bins will take 10 weeks to complete.
- 1.2 The Task and Finish Group meeting held on 2nd October discussed and reviewed the processes for bespoke collections and bin distribution including when the process for implementing bespoke arrangements for individual households would be undertaken. The consensus of the Task and Finish Group was that the “swap out” process for implementing the bespoke collections should commence in April when the distribution of wheeled bins was completed.

Operational and customer considerations

- 1.3 One of the key considerations of developing a box take back scheme is how this will fit within the overarching project plan for the new service including existing resource capacity, the communications plan and the most practical time to undertake this work.
- 1.4 Clearly a box take back scheme can't start until the new service commences and households will for a time have to store the new wheeled bins whilst still presenting recycling in the current collection boxes. Whilst households may want redundant boxes collected as soon as possible once the new service starts the Council has to consider the most efficient way of collection and factor this into a preferred option.
- 1.5 Communication with householders about the arrangements will be critical to a successful implementation and the simpler it is to understand the more successful any scheme should be. Whilst there will be households who require boxes to be recovered it is anticipated there will be a significant number who wish to retain the boxes for home storage or alternate uses.
- 1.6 When considering the preferred option it is important to note that a similar time period will be required to collect boxes from each household as will be required to distribute the wheeled bins. As stated above the delivery plan for the wheeled bins is over 10 weeks commencing in January 2020. Clear communication will be needed to make clear that households will need to present boxes for collection on a specific day over this period. Storage of redundant boxes and transport to a disposal / recycling facility would also need careful planning.

Waste hierarchy considerations

- 1.7 The diagram below is a pictorial representation of the waste hierarchy which ranks prefers waste avoidance before alternate options in descending order of preference. The Council decision to change the recycling service included a number of benefits including increasing recycling tonnages and therefore reducing disposal tonnages which is in alignment with the waste hierarchy.



- 1.8 The service change from boxes to bins does have the potential for redundant boxes to require disposal or recycling and therefore when selecting the preferred box recovery mechanism, the option that is higher up the waste hierarchy should be a key consideration within the options appraisal. From the above it is clear that before proposing a scheme which would result in all boxes being sent for recycling the Council should also consider how to avoid or reduce the volumes to be recycled through identifying and promoting opportunities to promote reuse of the boxes.

Cost considerations

- 1.9 Cost is a consideration but will largely be determined after the options have been assessed against the other considerations set out above. Whilst costs for each option can be estimated they are largely based on a number of assumptions and should be considered indicative to aid final selection of the preferred option. Officers have however obtained a cost from the bin distribution company to provide a collection service from individual households. The company have advised they can only provide a price per household and to provide a collection service from all households would be in the region of £40,000 (£1 per household). They have also advised they have recently provided this service to another local authority to collect from 5,000 households and recovered just 100 boxes.
- 1.10 Officers have identified a company that may be able to recycle the redundant boxes. Any cost / rebate would depend on volumes / weight. However, an estimate for this is challenging as the level of customer demand for box take

back is unknown, although based on previous experience and feedback from the distribution company it is anticipated to be low.

2. Recycling box take back options initially considered by the Task and Finish Group

2.1 Four options were initially considered.

- a. Provide a collection service from all households
- b. Provide a minimum of 12 box deposit sites across the district with facilities for schools and residents to collect redundant boxes for re-use.
- c. Provide a minimum of 12 box deposit sites across the district for collection and disposal by the Council.
- d. Do not provide a box collection scheme.

Options appraisal

- a. Provide a collection service from all households

Pro's	Con's
<ul style="list-style-type: none"> • Available to all households if required • Does not require households to transport unwanted boxes to a take back location • Can be provided from start of new service (subject to contractor availability) • Potential positive publicity regarding box collection 	<ul style="list-style-type: none"> • Cannot be provided within existing resource • Will require customers to present unwanted boxes on a specified collection day • 'Property specific' communication of collection plan required • Recovered boxes will require disposal/recycling • Does not fit well with waste hierarchy • Anticipate limited demand from customers but will have to plan full collection irrespective of demand • Produces the most vehicle emissions and carbon • Will cost at least £40,000 plus letter drop of about £5,000 • Potential negative publicity regarding cost and disposal of recovered boxes

- b. Provide a minimum of 12 box deposit sites across the district with facilities for schools and residents to collect redundant boxes for re-use.

Pro's	Con's
<ul style="list-style-type: none"> • Available to all households if 	<ul style="list-style-type: none"> • Will require customers to transport

<p>required</p> <ul style="list-style-type: none"> • Can be provided from start of new service • Can be accommodated within existing resources • Flexibility for customers to choose when they take boxes to collection point • Simple single message communication can be accommodated within existing comms plan • Supports the waste hierarchy by offering re-use • Supports the waste hierarchy by minimising disposal • Provides opportunity for residents and schools to use unwanted boxes for free • Is likely to be the least cost option depending on numbers of unwanted boxes • Positive message to residents promoting re-use and waste minimisation 	<p>boxes to a collection point</p> <ul style="list-style-type: none"> • Any recovered boxes will require disposal/recycling • Demand from school and residents for boxes is uncertain • Potential for boxes to be left at sites beyond take back period • Any remaining boxes will require disposal/recycling by the Council • Indicative cost of collecting boxes from bring sites is £3,025
--	--

c. Provide a minimum of 12 box deposit sites across the district for collection and recycling by the Council.

Pro's	Con's
<ul style="list-style-type: none"> • Available to all households if required • Can be provided from start of new service • Can be accommodated within existing resources • Flexibility for customers to choose when they take boxes to collection point • Simple single message communication can be accommodated within existing comms plan 	<ul style="list-style-type: none"> • Will require customers to transport boxes to a collection point • Poor fit with waste hierarchy • Likely to result in more boxes requiring disposal and associated cost • Any recovered boxes will require disposal/recycling • Potential negative publicity regarding box disposal • Potential for boxes to be left at sites beyond take back period • Indicative cost of collecting boxes from bring sites is £3,025

d. Do not provide a box collection scheme.

Pro's	Con's
<ul style="list-style-type: none"> No resource requirements 	<ul style="list-style-type: none"> Does not comply with the amendment from Full Council to the Task and Finish Group Likely negative publicity May result in fly tipped boxes May result in boxes being placed in residual waste wheeled bins Does not promote the waste hierarchy of avoid, reduce, reuse etc Any fly tipped boxes will require collection and disposal / recycling

3. Task and Finish group analysis of the options

3.1 The Task and Finish group did not believe that any of the options above fully addressed either the Council motion or the moral duty of the Council to deal with and where possible reduce the amount of plastic waste.

3.2 The group recognised that not all households would want to return recycling boxes and also expressed concerns that some households, for example residents who were on assisted collections, would have difficulty taking boxes to a collection points. It was also recognised that there is likely to be a demand for redundant boxes by individuals and groups for repurposing and that this should be encouraged.

3.3 Resulting from the discussion two further options were identified for consideration by the Executive on an either or basis. The options both include a take back scheme as set out in option B above together with two alternative household collection proposals. In addition members of the Task and Finish group stated that the Council should collect unwanted boxes from households requesting collection but it should not be publicised. For ease of reference the options set out below are indexed as options B.i and B.ii as both include option B above.

Task and Finish group options

3.4 B.i – Provide a take back scheme to all households as appraised in (a) above and provide a minimum of 12 box deposit sites across the district with facilities for schools and residents to collect redundant boxes for re-use.

3.5 B.ii – Provide a take back scheme to households receiving an assisted collection service only (about 1500 households) and provide a minimum of 12 box deposit sites across the district with facilities for schools and residents to collect redundant boxes for re-use.

The tables below provide an options appraisal of the two new options:

Options appraisal of the Task and Finish group suggestions

B.i.

Pro's	Con's
<ul style="list-style-type: none"> • Available to all households if required • Does not require households to transport unwanted boxes to a take back location • Can be provided from start of new service (subject to contractor availability) • Potential positive publicity regarding box collection • Flexibility for customers to choose between household collection or taking boxes to a collection point. • Provides more flexibility for customers to choose when they take boxes to collection point within a set timeframe • Supports the waste hierarchy by offering re-use • Supports the waste hierarchy by minimising disposal • Provides opportunity for residents and schools to use unwanted boxes for free • Positive message to residents promoting re-use and waste minimisation 	<ul style="list-style-type: none"> • Cannot be provided within existing resource • Will require customers to present unwanted boxes on a specified collection day if household collection is required. • 'Property specific' communication of collection plan required • Recovered boxes will require recycling • Anticipate limited demand for a household collection service from customers but will have to plan full collection irrespective of demand • Produces the most vehicle emissions and carbon • Will cost at least £40,000 plus letter drop of about £5,000 • Indicative cost of collecting boxes from bring sites is £3,025

B.ii

Pro's	Con's
<ul style="list-style-type: none"> • Available to households that are likely to need assistance in recycling / disposing of redundant boxes • Simpler logistical exercise to plan box collections for smaller number 	<ul style="list-style-type: none"> • Minimal additional resources required for household collections • Recovered boxes will require recycling • Indicative cost of household collection including targeted

<p>of households</p> <ul style="list-style-type: none"> • Simpler communication to targeted households • Simpler and standard communication to all households • Can be provided from start of new service (subject to contractor availability) • Potential positive publicity regarding box collection • Flexibility for customers on assisted collections to choose between household collection or taking boxes to a collection point. • Provides the flexibility for customers to choose when they take boxes to collection point within a set timeframe • Supports the waste hierarchy by offering re-use • Supports the waste hierarchy by minimising disposal • Provides opportunity for residents and schools to use unwanted boxes for free • Vehicle emissions minimised and therefore limits carbon production • Positive message to residents promoting re-use and waste minimisation 	<p>mailing is included within the bring site servicing cost</p> <ul style="list-style-type: none"> • Indicative cost of collecting boxes from bring sites is £3,025
---	--

Options Analysis

3.6 The analysis demonstrates that both alternative options provide a comprehensive solution with more positives than negatives. However option B.ii offers the least negatives and when considered on a value for money and carbon reduction basis this option is recommended by Officers. Members of the Task and Finish Group have also been consulted on the revised options and supportive the recommendation of Bii including a comprehensive publicity campaign.

4. Alternative Options Considered

The options are set out within the body of the report.

5. Implications

5.1 Legal Implications

5.1.1 There are no legal implications of this report.

5.2.1 Financial Implications

A financial analysis has been undertaken to estimate the costs for providing a doorstep collection of boxes, letter drops to households and servicing 12 bring sites. The costs are based on numbers of properties rather than boxes requiring collection as the number of properties are known so provides a firmer base for costing purposes. It is also anticipated that the 12 sites will require servicing over four weekends and this resource can be utilised on other related activities to ensure efficient use of resources. The table below contains the estimated costs for both option Bi and Bii, the cost of option Bii can be contained within existing project resources and budget approvals. However, the funding of option Bi will require additional funding that is not within current budget approvals so will require council approval.

	<u>Box Take Back Financial Analysis</u>	
	Option Bi	Option Bii
Doorstep Collection (40,000 props)	£ 40,000.00	
Doorstep Collection (1,500 props)		Included below
Servicing 12 bring sites (four weekends)	£ 3,025.00	£ 3,025.00
Bespoke Letter Drop (40,000 props)	£ 5,000.00	
Letter Drop (1,500 props) Collection crews post		Nil
	£ 48,025.00	£ 3,025.00

5.3 Policy and Risk Implications

Any risk implications associated with implementing option Bii are minimal and revolve around service change, which are manageable, the Council and Amey PLC have experience of implementing such service changes. The implementation plan will include a project risk register to aid risk mitigation and therefore risk would be well managed. The elected member task and finish group will provide added mitigation and supports effective communications and engagement as part of the risk management strategy.

5.4 Corporate Plan Implications

By appraising the options for the collection of unwanted recycling boxes the Council is 'making a difference' through the communication and feedback process that will take place, involving residents and stakeholders in the things that we are planning to do and 'delivering great value' through listening to customers about what matters to them around this element of service, and working with our delivery partner to develop great value options.

5.5 Resource Implications

The resource implications for implementing the recommended option have been identified within the body of the report and the overarching project plan.

5.6 Other Implications

These have been considered within the body of the report

5.7 Equalities Impact Assessment

The options identified all use current collection systems and the Council does provide an assisted collection service to residents in need. Whilst a full equality impact assessment will be done once a preferred option decision is made it is unlikely that any service change will have any additional adverse impacts.

6. Conclusion

- 6.1 The recommendation enables the Council to discharge a moral duty to recover unwanted recycling boxes from those Households that may have difficulty taking them to bring sites, whilst also providing a take back service from other households that specifically request collection.

7. Background Documents

None

8. Appendices

None

Contact Officer:

Keith Cadman
Head of Commissioning, Contracts and Procurement
kcadman@selby.gov.uk
01757292252